

Non-Clerical Basic Typing 1954-1956

2 June 1954

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MEMORANDUM FOR: Training Liaison Officers

SUBJECT: Proposed Special Typewriting Course

1. A special typewriting training course is being designed for case officers, intelligence officers, analysts, editors, and other Agency professional personnel whose major responsibilities are non-clerical.

2. It has been proposed that this course be conducted before regular office hours. The course goal would be to enable the individuals to develop a practical typewriting skill. Typists who are self-taught would be assisted in improving their typewriting techniques; persons who are unable to typewrite would be given basic training. The class would be held in Wing C, Second Floor, Alcott Hall, from 0730 to 0815 daily for a minimum period of eight weeks. Overtime pay for persons attending the course could not be allowed. Fourteen persons could be accommodated in each class. The course would be repeated on the basis of Office demand.

3. It is requested that this proposal be discussed at the next meeting of the training officers of your Office, and that your reaction to this suggestion, as well as an indication of the number of persons who would be interested in taking such training be sent to the Chief, Clerical Training Branch, 2300 Alcott Hall, before 1 July 1954. On the basis of your response, plans will be formulated and the beginning date of the course will be selected.

4. No registrations for this class should be submitted until a schedule has been announced.

MATTHEW BAIRD

Director of Training

CONFIDENTIAL

CONFIDENTIAL

8 June 1954

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Proposed Special Typewriting Course

1. A special typewriting course is being designed for case officers, intelligence officers, analysts, editors, and other professional personnel whose major responsibilities are non-clerical.

2. It has been proposed that this course be conducted before regular office hours. The goal of the course would be to enable the individuals to develop a practical typewriting skill. Those who are self-taught would be assisted in improving their typewriting techniques. Persons who are unable to typewrite would be given basic instruction. The class would be conducted daily in Wing C, Second Floor, Alcott Hall, from 0730 to 0815, for a minimum period of eight weeks. Overtime pay for persons attending the course would not be allowed. Fourteen persons could be accommodated in each class. The course would be repeated on the basis of requirements of the Offices.

3. It is requested that this proposal be discussed at the next meeting of the training officers of your Office, and that the reaction to this suggestion as well as an indication of the number of persons who would be interested in taking such training, be sent to the Chief, Clerical Training Branch, 2300 Alcott Hall, before 1 July 1954. On the basis of your response, plans will be formulated and the dates of the course will be selected.

4. No registrations for this class should be submitted until a schedule has been announced.

25X1A


MATTHEW BAIRD

Director of Training

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20 August 1954

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Typewriting Course for Professional Personnel

1. The second typewriting course for professional personnel will be held from 13 September to 5 November 1954. The class will meet from 0730 to 0815 in Room 2912, Wing I, Second Floor, Curie Hall. Thirty persons can be accommodated in this class.

2. It is recommended that persons who know in advance that they will be unable to attend all or nearly all of the classes held in this eight-week period not register for the course.

3. Registrations for this class should be submitted through regular channels to the Registrar not later than 7 September 1954. Questions concerning the course may be directed to the Clerical Training Branch, Extension 2100.

25X1A



MATTHEW BAIRD
Director of Training

CONFIDENTIAL

C-O-N-F-I-D-E-N-T-I-A-L

1 March 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Scheduling of the Non-clerical Basic Typewriting Course,
4 April - 27 May 1955

1. The third typewriting course for professional personnel will be held from 4 April through 27 May 1955. The class will meet from 0730 to 0815 in Room 2812, Wing I, Second Floor, Curie Hall. Thirty persons can be accommodated in this class.

2. This course is described on page B-14 in the OTR Catalog of Courses. It is a special training course designed for case officers, intelligence officers, analysts, editors, and other Agency professional personnel whose major responsibilities are non-clerical. With sufficient application students can build a typing speed as high as 35 to 40 words per minute during the 8-week period.

3. Registrations for this class should be submitted to the Registrar through regular channels not later than 25 March 1955. Questions concerning the course may be directed to [REDACTED] Clerical Training, Extension 2100. 25X1A

4. It is recommended that only those persons register for this course who have reasonable assurance that they will be able to attend all or nearly all of the classes during the 8-week period.

25X1A [REDACTED]

MATTHEW BAIRD
Director of Training

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

21 September 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Scheduling of the Non-clerical Basic Typewriting Course,
17 October - 9 December 1955

1. The fourth typewriting course for professional personnel will be held from 17 October through 9 December 1955. The class will meet from 0730 to 0815 in Room 2812, Wing I, Second Floor, Curie Hall. Thirty persons can be accommodated in this class.

2. This course is described on page B-14 in the OTR Catalogs of Courses. It is a special training course designed for case officers, intelligence officers, analysts, editors, and other Agency professional personnel whose major responsibilities are non-clerical. With sufficient application students can build a typing speed as high as 30 words per minute during the 8-week period.

3. Registrations for this class should be submitted to the Registrar through regular channels not later than 10 October 1955. Questions concerning the course may be directed to [REDACTED] Clerical Training, Extension 2100. 25X1A

4. It is recommended that only those persons register for this course who have reasonable assurance that they will be able to attend all or nearly all of the classes during the 8-week period.

[REDACTED] 25X1A
MATTHEW BAIRD
Director of Training

C-O-N-F-I-D-E-N-T-I-A-L